



School District Name	County-District Code

NOTE: Directions are on back of form. Make copies of this form as needed.

Part A

Name of School _____ School Directory Number _____

Grade Division: ☐ Elementary ☐ Intermediate/Middle School ☐ Jr. High ☐ High School

Title I Participating ☐ Yes ☐ No Building Enrollment _____

Kindergarten Students are Counted at ☐ 1.0 FTE ☐ .5 FTE

Part B

[illegible]

Directions for Completing the Building Level Worksheet

Comparability Report, Step 1

Part A:

1. Data should be collected as of the fourth Wednesday of September.
2. Kindergarten students enrolled in one-half day sessions are counted as .5 FTE.
3. Exclude early childhood students.
4. Exclude students whose primary placement is a special education self-contained classroom.
5. Exclude buildings with 100 or fewer students.

Part B:

Column 1:

For each building in the study, record the names of instructional staff paid in full or part with local or state funds as of the fourth Wednesday of September.

Include the following:

K-12 teachers

K-12 teacher assistants and paraprofessionals

K-12 teacher clerks

Exclude the following:

administrators office staff school nurses other support services personnel

custodians bus drivers food service personnel early childhood teachers and aides

librarians counselors parent liaisons

special education teachers and paraprofessionals

personnel funded by the following federal programs: Titles I, II.A, II.D, IV.A, V, VI-B, Migrant and Homeless.

Local or state funded Bilingual education positions may be excluded.

Column 2:

Record the position of each person listed in Column 1.

Column 3:

Record the building level FTE (Full Time Equivalency) for each person listed in column 1. If a salary is partially paid with federal funds, pro-rate the state/local FTE accordingly.

Column 4:

(complete only as an alternative when comparability can not be demonstrated using the FTE method.) Record the building level salary for each person listed in Column 1. If a salary is partially paid with federal funds, pro-rate the state/local salary accordingly. **Do not include portions of salaries paid for years of experience.**